

Message Text

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PAGE 01 STATE 094016
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DRAFTED BY:EA/EX:RSCARRIT

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FM SECSTATE WASHDC

TO AMEMBASSY WELLINGTON

AMEMBASSY CANBERRA

UNCLAS STATE 094016

FOLLOWING REPEAT STATE 094016 ACTION ASUNCION BRASILIA BOGOTA
GUATEMALA KINGSTON MANAGUA QUITO SAN JOSE SAN SALVADOR SANTIAGO
SANTO DOMINGO TEGUCIGALPA ABIDJAN ACCRA BAMAKO BANJUL COTONOU
DAKAR FREETOWN GABORONE KINSHASA LIBREVILLE LOME MASERU MBABANE
MONROVIA NAIROBI NDJAMENA NIAMEY NOUAKCHOTT OUAGADOUGOU YAOUNDE
BANGUI BANGKOK KABUL KATHMANDU KUALA LUMPUR MANAMA MANILA
MUSCAT RABAT SANA SEOUL TUNIS APR 26.

QUOTE UNCLAS STATE 094016

TOPEC, CIRCULAR, TO: PC DIR., FROM: AF/AS/OAS

E.O. 11652: N/A

TAGS: N/A

SUBJ: REVIEW OF FY 1978 FAAS SUBMISSIONS

1. YOUR EMB HAS JUST RECEIVED INSTRUCTIONS FOR PREPARING
THEIR FY 1978 FAAS SUBMISSIONS (AIRGRAM A-1625) WHICH
WILL BE THE BASIS FOR ACTION/PEACE CORPS' FY 1978 FAAS
BILL. (YOU WILL BE POUCHED AN INFORMATION COPY OF A-1625.)
IT IS YOUR RIGHT AND RESPONSIBILITY TO REVIEW THESE SUBMISSIONS
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BEFORE THEY ARE SENT TO WASHINGTON. THIS IS A
BRIEF GUIDE TO ASSIST YOU IN THAT REVIEW. PLEASE DO NOT
HESITATE TO CONTACT AF/AS/OAS IF ADDITIONAL ASSISTANCE IS
NEEDED. FAAS CHARGES ARE A SIGNIFICANT PORTION OF PEACE
CORPS' ADMINISTRATIVE SUPPORT EXPENDITURES., AND THE CONTROL
IS AN IMPORTANT PART OF OUR RESOURCE MANAGEMENT.

2. THE CORE/DAS SCHEDULES ARE DUE IN WASHINGTON MAY 30; THE GOING RATE ESTIMATE AND THE INITIAL INCREASE/DECREASE ESTIMATE ARE DUE JUNE 15. YOU SHOULD THEREFORE NOTIFY THE EMB ADMIN OFFICER THAT YOU WILL WANT ADEQUATE TIME TO EXAMINE THESE SUBMISSIONS BEFORE SIGNING THEM. YOU SHOULD PREPARE FOR THAT REVIEW BY READING MS 710 11.B, 11.C., 111.A AND REVIEWING THE FY 1977 FAAS SUBMISSIONS.

NOTE PARTICULARLY THE WORKLOADS REPORTED ON THE FAAS-2 FORM.

3. REVIEW OF THE CORE/DAS SCHEDULES (A) FAAS-2, WORKLOAD FACTOR DISTRIBUTION REVIEW OF THIS FORM IS VERY IMPORTANT. READ MS 710 111.B REFER TO 4 FAM APPENDIX B 142 FOR DEFINITIONS AND SPECIFIED COUNT PERIODS. FOR FY 1978, THE FAAS-2 WILL HAVE TWO PERCENTAGES FOR EACH AGENCY FOR EACH FACTOR. THE FIRST IS THE PERCENTAGE OF THE TOTAL COUNT, USED FOR DISTRIBUTING COSTS ON THE FAAS-6. THE SECOND IS THE PERCENTAGE OF NON-STATE COUNT (EXCLUDING FAAS AND STATE BASIC) USED FOR DISTRIBUTING DAS PERSONNEL COSTS ON THE FAAS-4. BE CERTAIN THAT FACTOR C DOES NOT INCLUDE VOLUNTEERS AND THAT FACTOR U (IF APPLICABLE) INCLUDES ONLY THE NUMBER OF TELEPHONE INSTRUMENTS CONNECTED TO THE EMB SWITCHBOARD.

IF SIGNIFICANT PEACE CORPS PROGRAM REDUCTIONS WILL OCCUR IN THE LATTER HALF OF FY 1977 OR IN FY 1978, YOU SHOULD FURNISH THE ESTIMATED WORKLOAD IMPACT TO THE ADMIN OFFICER SO THAT REDUCTION CAN BE REFLECTED IN THE SUBMISSION.

(B) FAAS-3, LIST OF DUTIES PERFORMED, THIS FORM, PREPARED FOR DAS EMPLOYEES ONLY IN ORDER TO DISTRIBUTE THEIR TIME ON THE FAAS-4, UNCLASSIFIED

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IS NOT SUBMITTED TO WASHINGTON.

(C) FAAS-4, FAAS ADMINISTRATIVE STAFFING (NOTE: FAAS-4 USED ONLY AT POSTS WITH DAS POSITIONS.) THIS FORM HAS 2 PARTS. THE DS-1736 AND THE DS-1736-A. FOR THE DS-1736, REFER TO MS 710, 111.D. IN 1978, HOURS ARE DISTRIBUTED BY SUBFUNCTION ONLY FOR EMPLOYEES IN DAS POSITIONS. CONTRARY TO WHAT MS 710 111.D. SAYS, IT IS APPROPRIATE FOR YOU TO MAKE INQUIRIES ABOUT ANY DISTRIBUTIONS WHICH APPEAR UNREASONABLE. THE DS-1726-A IS USED TO ACCUMULATE CERTAIN PERSONNEL-RELATED COSTS WHICH ARE ADDED TO SALARY COSTS TO OBTAIN MORE REALISTIC CORE/DAS COST DISTRIBUTION.

(D) FAAS-5, DAS PERSONAL SERVICES DISTRIBUTION (NOTE: FAAS-5 USED ONLY AT POSTS WITH DAS POSITIONS.) ON FAAS-5 IS PREPARED FOR DAS AMERICAN POSITIONS, IF ANY, AND ONE FOR DAS FSL POSITIONS. ON THE FAAS-5, THE FAAS-2 WORKLOAD PERCENTAGES ARE APPLIED TO THE FAAS-4 EMPL TIME DISTRIBUTIONS TO OBTAIN PERSONNEL COST ALLOCATIONS FOR EACH AGENCY.

YOU SHOULD MAKE CERTAIN THAT PC RECEIVES NO CHARGES FOR SERVICES IT HAS NOT REQUESTED. THE IS ONE EXCEPTION: SERVICE 3.1 POOLED VEHICLES MAY BE CHARGED TO EACH AGENCY ACCORDING TO WORKLOAD FACTOR C. IN ORDER TO COVER THE GENERAL SUPPORT ACTIVITIES OF THE MOTOR POOL. THERE SHOULD BE NO CHARGES FOR SERVICE 1.1, AMERICAN PERSONNEL MANAGEMENT.

YOU WILL BE ASKED TO SIGN THE FAAS-5, INDICATING YOUR ACCEPTANCE OF THE FIGURES.

(E) FAAS-6, OTHER OBJECT DISTRIBUTION THIS FORM DISTRIBUTES NON-PERSONNEL OF "OTHER OBJECT" COSTS. THE "FAAS" COLUMN COSTS ARE SHARED BY STATE AND ALL THE OTHER AGENCIES,

(1) CHECK CAREFULLY ARE COSTS WHICH HAVE BEEN DISTRIBUTED TO THE PEACE CORPS COLUMN TO MAKE CERTAIN THEY RELATE TO SERVICES WHICH PEACE CORPS RECEIVES, UNLESS THOSE COSTS ARE DISTRIBUTED ON THE UNCLASSIFIED

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BASIS OF FACTOR C. NO RENTS OR UTILITIES SHOULD BE CHARGED TO PC UNLESS THE FACILITIES OCCUPIED BY PC ARE PAID FOR OUT OF THE STATE DEPT FUS ALLOTMENT.

(2) CHECK TO MAKE CERTAIN THE RENTS AND UTILITIES HAVE BEEN DISTRIBUTED AMONG ALL AGENCIES WHO OCCUPY CHANCERY SPACE AND NOT ALL CHARGED TO THE "FAAS" COLUMN.

(3) INQUIRE ABOUT THE COSTS INCLUDED UNDER SUBOBJECTS 2399, 2599 AND ANY OTHER LARGE CONTRACTUAL SERVICE ITEM TO MAKE CERTAIN A REASONABLE BASIS HAS BEEN USED TO DISTRIBUTE THEM. FOR EXAMPLE, CLEANING SERVICES FOR THE CHANCERY BUILDING WOULD LOGICALLY BE DISTRIBUTED AMONG ALL AGENCIES OCCUPYING THE CHANCERY (INCLUDING "STATE BASIC") ON THE BASIS OF SQUARE FEET OCCUPIED. YOU WILL BE ASKED TO SIGN THE FAAS-6 INDICATING YOUR ACCEPTANCE OF THE FIGURES.

4. REVIEW OF THE GOING RATE ESTIMATE AND THE INITIAL INCREASE DECREASE ESTIMATE READ 4 FAM APPENDIX B 430 AND 500. REVIEW WITH PARTICULAR CARE ANY ITEM WHICH WILL INCREASE THE COST OF DAS POSITIONS OR "OTHER OBJECT" COSTS, SINCE WE WILL SHARE IN THOSE COSTS. IT IS APPROPRIATE TO REQUEST ADDITIONAL INFORMATION ON ANY DISCRETIONARY EXPENDITURES WHICH YOU FEEL ARE NOT ADEQUATELY JUSTIFIED. ANY ITEMS WHICH ARE FOR THE EXCLUSIVE BENEFIT OF CERTAIN AGENCIES SHOULD BE TREATED AS "SPECIAL ITEMS" ON THE COST SUMMARY PAGE (SEE 4 FAM APPENDIX B 546). YOU WILL BE ASKED TO SIGN BOTH OF THESE DOCUMENTS WHICH ARE IN EFFECT SUMMARY BUDGET REQUEST DOCUMENTS FOR THE FAAS ALLOTMENT.

5. IF YOU ARE UNABLE TO REACH AGREEMENT ON THE TREATMENT OF ANY ITEM IN THE FAAS SUBMISSIONS, DO NOT HESITATE TO REQUEST THAT A

STATEMENT OF YOUR DISAGREEMENT AND REASONS THEREFORE BY ATTACHED
TO THE OFFICIAL SUBMISSION. IN SUCH CASES, PLEASE PROVIDE AF/AS/
OAS WITH AN ADVANCE COPY OF YOUR STATMENT. VANCE UNQUOTE VANCE

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Message Attributes

Automatic Decaptioning: X
Capture Date: 01-Jan-1994 12:00:00 am
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Sent Date: 29-Apr-1977 12:00:00 am
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Decaption Note:
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Disposition Approved on Date:
Disposition Case Number: n/a
Disposition Comment:
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Disposition Event:
Disposition History: n/a
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Enclosure: n/a
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SAS ID: 2753830
Secure: OPEN
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TAGS: EAID, US, NZ
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